

DELAWARE TRANSIT CORPORATION

POSTING NO 082-2013

POSITION VACANCY POSTING

DATE OF POSTING May 7, 2013

CLOSING DATE May 14, 2013

METHOD OF APPLICATION: BID FORM

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING A LETTER OF INTEREST AND RESUME OR AN EMPLOYMENT APPLICATION TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **May 14, 2013**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

POSITION #: 159 JOB CODE #: 069

POSITION TITLE Fleet & Equipment Clerk

PAY GRADE PAY RATE \$17.703411 PAY RANGE
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT New Castle County DEPARTMENT Operations
SECTION Maintenance

CLASSIFICATION: FULL TIME X PART-TIME

CONTRACT: 8FR 8DR 32 X N/C

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS: Monday - Friday

SUMMARY OF POSITION:

This position is responsible for variable maintenance related clerical duties necessary to maintain records and keep computer files current; some analysis and independent judgement required; routine contacts required with employees in other departments; must be capable of initiative necessary to maintain work flow.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

EQUAL OPPORTUNITY EMPLOYER

" Application and/or Resume must specifically address the skills referenced in this summary."

Req.# XXXXXX